

# CODE OF CONDUCT

## Version 2

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<b>Responsible Officer:</b>	President		
<b>Supporting documents, procedures &amp; forms of this policy:</b>	RWA Constitution Version 2, dated 16 September 2013		
<b>Relevant Legislation &amp; External Documents:</b>	The National Standards for Volunteer Involvement, Volunteering Australia Associations Incorporations Act 2009		
<b>Audience:</b>	All Members		

Contents

<b>Purpose of Policy</b>	<b>2</b>
<b>Definitions</b>	<b>2</b>
<b>Policy Statement</b>	<b>2</b>

## 1. Purpose of Policy

The RWA Code of Conduct is a code of professional conduct for RWA members. It is designed to motivate RWA members to exhibit integrity, honesty and other good professional practices, thereby enhancing the romance writing profession.

## 2. Definitions

Word/Term	Definition (with examples if required)
<b>Code</b>	this Code of Conduct, adopted and implemented by the RWA Committee pursuant to the Constitution and as amended or supplemented from time to time
<b>Conflict of Interest</b>	when a member's particular circumstances create an actual or perceived risk that the member's professional judgment or actions will be unduly influenced by a personal interest
<b>Constitution</b>	the RWA Constitution as amended from time to time
<b>Corporate Property</b>	any items owned by RWA including, but not limited to, RWA banners, printers and mobile phones
<b>Corporate Records</b>	any records held by RWA including, but not limited to, any personal information collated and RWA competition entry forms
<b>Member</b>	a member of RWA pursuant to the Constitution
<b>Plagiarism</b>	the substantive use, without permission, of someone else's creative endeavours using language and ideas, regardless of whether the work is in the public domain, digital or printed, or under copyright
<b>RWA</b>	the Romance Writers of Australia Inc.
<b>RWA Committee</b>	the committee of RWA, constituted pursuant to the Constitution
<b>RWA Volunteer</b>	a volunteer, assisting with any matter

Except for those terms specifically defined in this Code or in the Constitution, the terms used have their usual meanings.

### 3. Policy Statement

RWA has been established to promote excellence in romantic fiction by:

- helping aspiring writers of romantic fiction become published authors;
- helping published authors to establish and maintain their careers; and
- providing continuing support for romance writers, whatever their genre, within the romance publishing industry.

The principles of this Code have been expressed in broad statements to guide ethical decision making. The statements provide a framework, they cannot and do not dictate conduct to cover particular situations.

#### Responsibilities of Members

A Member must observe the highest standards of personal and professional conduct. This includes:

- demonstrating honesty and integrity in all dealings;
- striving for excellence in the profession of romance writing;
- acting in such a way that they do not bring RWA or any one or more of its members into disrepute;
- respecting differences in fellow RWA members, their ideas, opinions; regardless of their age, race, and gender
- treating others with dignity and respect at all times
- refraining from plagiarism, copyright infringement and/or other intellectual property right infringement;
- showing proper care for and regard for confidential information, Corporate Property and Corporate Records;
- refraining from making any statement about RWA, or any one or more of its members, that may be, or is, false or misleading where such statements are harmful to RWA, its reputation or its purpose;
- performing all duties and obligations in such a way as to avoid any Conflict of Interest, and must, when engaged in RWA business, act in the interests of RWA;
- following the protocols outlined in the Constitution should a dispute occur.

A Member must also abide by any policies, procedures and rules of RWA in force and as amended from time to time.

### Raising concerns

Members may seek the assistance of RWA in the resolution of disputes as outlined in clause 12 of the Constitution.

If a Member has reasonable grounds to believe that another Member has breached this Code, any Member may raise a complaint in accordance with the procedures outlined in clause 13 of the Constitution.

### Allegations Against Committee Members

If a Member has reasonable grounds to believe that a Committee Member has breached this code, any Member may raise a complaint in accordance with the procedures outline in clause 13 of the Constitution, and the following condition will apply:

Any Committee Member who is a party to a Code of Conduct action will excuse themselves from any committee discussion on the matter.

### Other Considerations

Committee Members and RWA Staff members involved in the investigation must hold all information, including the results of an investigation, in strictest confidence.

The RWA Office will keep records of all aspects of investigation, including copies of all correspondence.

### Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	01/09/2013	Nikki Logan, President	
2	14/11/2018	Bree Vreedenburgh - President	Simplified and brought into line with National Standards. Added Allegations against Committee Members and Other Considerations sections